

Sample Temporary Promotion (NOA 703)

Used for the following types of actions when an employee's salary will be changed but neither classification of a position description nor recruitment is required:

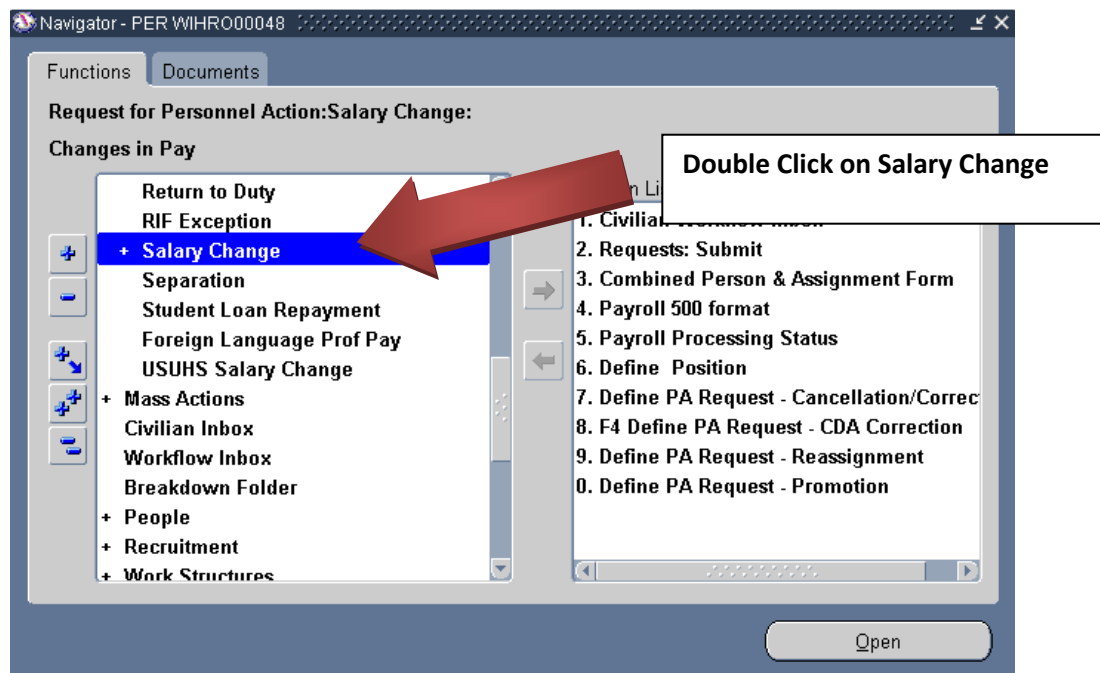
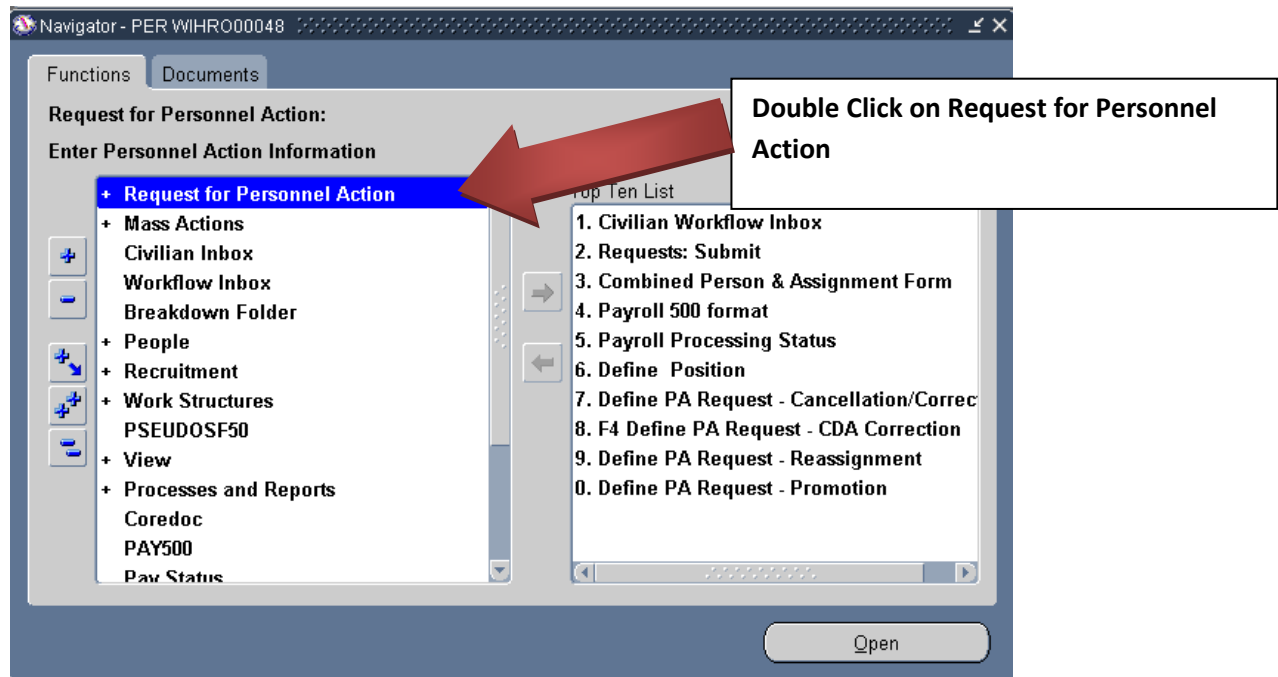
- Promotion NTE (temporary promotion)

Do not use for:

- If you are requesting that an employee be non-competitively re-promoted due to accretion of duties.
- If you are requesting an action that requires competition, use the **Recruit/Fill** RPA.

Include on the RPA (always complete Part A):

- Employee name in Part B.
- In Block 5-A you must select the appropriate NOAC from the List of Values (LOV). If the NOAC requires a NTE date make sure that it is entered.



Navigator - PER WIHRO00048

Functions Documents

Request for Personnel Action:Salary Change:Promotion

Promotion

- Change to Lower Grade, Level or B
- Pay Adjustment - Position Change
- Denial of Within-Grade Increase
- Exemplary Performance Award
- Locality Pay
- MD/DDS/Nurse Pay
- Other Pay
- Pay Adjustment
- Promotion**
- Irreg Performance Pay
- Step Adjustment
- Reg WRI / Reg Perf Pay
- Termination of Grade Retention

Top Ten List

1. Civilian Workflow Inbox
2. Requests: Submit
3. Combined Person & Assignment Form
4. Payroll 500
5. Define PA Request - Cancellation/Correc
6. F4 Define PA Request - CDA Correction
7. Define PA Request - Reassignment
8. Define PA Request - Promotion

Open

Double Click on Promotion

Request for Personnel Action (Promotion, Routing Group:NG_ROUTING_GP)

Change Family Refresh Status

Requesting Info Position Data Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested
Promotion

2 Request Number

3 For Additional Information Call (Full Name)
Huschka, Natalie K

4 Request Date
10-FEB-2011

5 Action Requested By (Full Name)
DYKSTRA, JUNE A.

6 Action Authorized By (Full Name)

PART B - For Preparation of SF 50

1 Last Name

2 Social Security Number

3 Date of Birth

4 Effective Date

FIRST ACTION

5-A Code 5-B Nature of Action

5-C Code 5-D Legal Authority

5-E Code 5-F Legal Authority

SECOND ACTION

6-A Code 6-B Nature of Action

6-C Code 6-D Legal Authority

6-E Code 6-F Legal Authority

History Extra Information

Fill Part A -Requesting Office.

Fill Part B - For Preparation of SF 50

Choose the LOV button in block 5-A Code.
Scroll down to Code 703, Promotion NTE

First Nature of Actions

Find %

Code	Nature of Action
702	Promotion
703	Promotion NTE
915	Promotion in Rate NTE
918	Termination of Change-to-Lower Grade NTE

Find OK Cancel

PA Request First NOA Insertion Values

NTE Date

OK Cancel Clear

Enter the Not-to-Exceed Date (Format: DD-
MMM-YYYY). This date will be verified by J1-
Staffing. Temporary Promotions cannot
exceed 8-pay periods without competition.

Request for Personnel Action (Appoi

Employee

Excepted Appointment

Requesting Info Position Data Employee and Position Data Remarks and Address

FROM INFORMATION

7 Position Title Number No

8 Pay Plan 9 Occ. Code 10 Grade or Level

11 Step or Rate 12 Total Salary

12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay

TO INFORMATION

15 Position Title Number Seq No

Human Resource Assistant

16 Pay Plan 17 Occ. Code 18 Grade or Level

19 Step or Rate 20 Total Salary Award UoM

20A Basic Pay 20B Locality Adj. 20C Adj. Basic Pay

20D Other Pay 21 Pay Basis

22 Name and Location of Position's Organization

History Extra Information Person Position (B) Others... (D)

Navigate to the Position Data Tab. Input the
Title of the Position as it appears on either
your HRMD or your MyWorkplace account and
press "TAB"

To Positions

Find
Human Resources Assistant%

Position Title	Occupied	Pay Plan	Occ Series	Grade	Organization Name	Pos Num	Pos Seq Num	Agency	
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000	306041	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000		NGAR
HUMAN RESOURCES ASSISTANT	NO	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000		NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000		NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	06	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000	1200	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	JOINT FORCE HQ - WI	NGARW8BTAA 01	70408000	514934	NGAR
HUMAN RESOURCES ASSISTANT	YES	GS	0203	07	115 FRS SQ	NGAFM91CFMR701	8053	28390	NGAF
HUMAN RESOURCES ASSISTANT (MILITARY)	NO	GS	0203	08	HQ 426 REGT LDR TNG BDE	NGARW8FLA...	07	371925	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)								319997	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)								270533	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)								276902	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)								277849	NGAR
HUMAN RESOURCES ASSISTANT (MILITARY)								278131	NGAR

A new window should pop up.

Scroll right until you see the Pos Seq Num column

Scroll through the Sequence Numbers until you find the correct one for the position you are trying to advertise. Here may be a lot

A new window should pop up.

Scroll right until you see the Pos Seq Num column

Scroll through the Sequence Numbers until you find the correct one
for the position you are trying to advertise. Here may be a lot
depending on the position so be careful to select the correct one as
it appears on your HRMD or MyWorkplace account

Note 1: If you are not sure which sequence number you
want, select one in your area and the HR Staff will work with you to
determine which one you're looking for after you've submitted the
request.

Request for Personnel Action (Appointment, Routing Group: NG_ROUTING_GP)

Employee SSN Nature of Action
Excepted Appointment

Testing Info Position Data Employee and Position Data Remarks and Address

FROM INFORMATION

7 Position Title Number Seq No
 8 Pay Plan 9 Occ. Code 10 Grade or Level
 11 Step or Rate 12 Total Salary
 12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay

14 Name and Location of Position's Organization

TO INFORMATION

15 Position Title Number Seq No
HUMAN RESOURCES ASSISTANT 7040801 306047
 16 Pay Plan 17 Occ. Code 18 Grade or Level
GS 0203 07
 19 Step or Rate 20 Total Salary Award UoM
 20A Basic Pay 20B Locality Adj. 20C Adj. Basic Pay
 20D Other Pay 21 Pay Basis
Per Annum
 22 Name and Location of Position's Organization
THE ADJUTANT GENERAL - WI
JOINT FORCE HQ - WI
HRO TECH PERS MGT BR
MADISON, WI

History Extra Information Person Position (B) Others... (D)

Click on the yellow Notepad icon.

Notepad

Notepad

Click "NEW"

New Append Delete OK

Add the following information into the Notepad

(you can COPY & Paste to save time!!!)

Justification for temporary promotion:

Current Mil Grade:

DMOS/DAFSC:

Supervised by (Rank & Last Name):

Supervises (Rank & Last Name):

Work Schedule:

Vice:

Supervisor Contact Information:

Email Address:

Phone Number:

Click "OK" after
you have added
notes.

File Edit View Folder Tools Window Help

Request for Personnel Action (Appointment, Routing Group:NG_ROUTING_GP)

Employee SSN Nature of Action
Excepted Appointment

Routing Info Position Data Employee and Position Data Remarks and Address

FROM INFORMATION

7 Position Title Number Seq No
10 Grade or Level

11 Step or Rate 12 Total Salary
12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay
12D Other Pay 13 Pay Basis

14 Name and Location of Position's Organization

TO INFORMATION

15 Position Title Number Seq No
HUMAN RESOURCES ASSISTANT **7040801** **306047**

16 Pay Plan 17 Occ. Code 18 Grade or Level
GS **0203** **07**

19 Step or Rate 20 Total Salary Award UoM
20A Basic Pay 20B Locality Adj. 20C Adj. Basic Pay
20D Other Pay 21 Pay Basis
Per Annum

22 Name and Location of Position's Organization
THE ADJUTANT GENERAL - WI
JOINT FORCE HQ - WI
HRO TECH PERS MGT BR
MADISON, WI

History Extra Information Person Position (B) Others... (D)

Click on the "SAVE" Icon

Decision

Do you wish to route the Request for Personnel Action now?

Yes Cancel No

Click on the "YES" Icon

RoutingTo

- Select Routing List
- Select Person
- **SELECT Groupbox**
- Save and Hold in Personal Inbox
- Update HR

Print Notification

Printer

Print Back Page No

Interim Approval

Approval

Routing Groupboxes

Find %

Name	Display Name
AKHRO	AKHRO
AKHRO_AGR	AKHRO_AGR
AKHRO_ASSISTANTS	AKHRO_ASSISTANTS
AKHRO_BENIFITS	AKHRO_BENEFITS
AKHRO_CLASSIFICATION	AKHRO_CLASSIFICATION
AKHRO_ERS	AKHRO_ERS
AKHRO_STAFFING	AKHRO_STAFFING
AK_4	AK_4
AK_9	AK_9
AK_ACTION_REQ	AK_ACTION_REQ
ALHRO	ALHRO
AL_ACTION_REQ	AL_ACTION_REQ
ARHRO	ARHRO

Find OK Cancel

Click on "SELECT Groupbox"

Type applicable groupbox in front of the percent sign then click find.

Click "OK"

A message will pop up informing you that a request has been generated. Just click "ok" again.

A blank Fill request will now pop up. X out of it.

RoutingTo

- Select Routing List
- Select Person
- Select Groupbox
- Save and Hold in Personal Inbox
- Update HR

Print Notification

Printer

Print Back Page No

Interim Approval

Approval

OK Cancel

Add/edit your "Routing/Comments" in your inbox/groupbox. i.e.

Notifications Summary

WI-SAD

Query Only Open Notifications

Routing / Comments	INITIATOR	Date Sent	PROP-EFF-DT	Status	NOA	NOA - translated	Name
FSS-Rtd See Notepad-Donohue	WI115FW	17-FEB-2011		Open			
FSS - Pending Rev - McDonald	WI115FW	15-FEB-2011		Open			
Horn-Need Notepad Rmks- Donohue	WI128ACS	18-FEB-2011		Open	930	Detail NTE 31-DEC-2011	
Horn-Need Notepad Rmks- Donohue	WI128ACS	18-FEB-2011		Open	703	Promotion NTE 02-JUL-2011	
FSS-Rtd See Notepad-Donohue	WI128ARW	17-FEB-2011		Open			
Watkins-Working HOLD-Watkins	WIARSAO	09-FEB-2011		Open			

Click the "Gold Disc" Save Icon

****Note**** If you have any questions on this guide or the process call DSN: 724-3722/3710/3706 or COM: 608-242-3722/3710/3706.